

WYBC-THE YALE BROADCASTING COMPANY
INCORPORATED

PROGRAM DEPARTMENT

MAY 11, 1948

THE FOLLOWING MEN CURRENTLY COMPRISE THE PROGRAM DEPARTMENT
OFFICE STAFF, AND LISTED HERewith ARE THEIR RESPECTIVE DUTIES:

DAVID H.Z. JOHNSTON, PROGRAM DIRECTOR: ALL MATTERS OF POLICY; OUTSIDE ARRANGEMENTS AND RELATIONS WITH OTHER STATIONS; MAINTAIN WEEKLY PROGRAM OPERATIONS REPORT WITH COPIES FURNISHED TO THE SECRETARY FOR STATION HISTORY AND THE PUBLIC RELATIONS DIRECTOR FOR USE IN ALUMNI NEWSPAPER; CLEAR ALL NEW PROGRAMS; CLEAR ALL NEW STARDUSTERS.

MICHAEL A. ONOFRIO, ASSISTANT PROGRAM DIRECTOR; IN CHARGE OF ALL ADMINISTRATION FOR THE DEPARTMENT AS A WHOLE; ASSIGNMENT OF SHIFTS AND BROADCASTING PERSONNEL (CLEARANCE OF SUCH PERSONNEL WILL BE OBTAINED FROM THE CHIEF ANNOUNCER AND CHIEF MONITOR AND WILL BE FINAL IN ALL CASES EXCEPT FOR STARDUSTERS WHO WILL BE FINALLY CLEARED BY THE PROGRAM DIRECTOR;); INCLUDED IN HIS ADMINISTRATIVE DUTIES WILL BE FINAL CHECKING OF THE PROGRAM LOGS FOR COMPLETENESS AFTER EACH SHIFT; HE WILL BE ASSISTED BY BILL HENRY.

ROGER L. BULL, ASSISTANT PROGRAM DIRECTOR: IN CHARGE OF ALL PROGRAM OPERATIONS, SCHEDULING, AND PROGRAM OPERATIONS BOARD; WILL BE RESPONSIBLE FOR PROPER SPACING AND LISTING OF ALL COMMERCIALS, ETC.; WILL BE ASSISTED BY MIKE BENTLEY.

**THE ABOVE THREE PEOPLE ARE THE ONLY CLEARING MEMBERS FOR GUEST PERSONAGES AND DEVIATIONS FROM STANDARD OPERATING PRACTICES; ALL ARE TO BE CONSIDERED CHIEF SUPERVISORS.

ALLEN FORD, (CHIEF MONITOR); IN ADDITION TO HIS DUTIES AS CHIEF MONITOR, AS SET FORTH IN OTHER DIRECTIVES, WILL ASSIST THE SPECIAL EVENTS DIVISION IN PREPARATION OF ALL SPECIAL PROGRAMS, SCRIPTS, ETC., AND WILL COORDINATE THESE WITH THIS DEPARTMENT; HE WILL BE RESPONSIBLE FOR THE ORDERING AND CANCELLING INSTALLATION OF ALL LONG REMOTE TELEPHONE LINES IN FURTHER CONNECTION WITH HIS DUTIES AS CHIEF MONITOR; HE IS ALSO A CHIEF SUPERVISOR.

FRANK SPALDING, WILL ASSIST THE SPECIAL EVENTS DIVISION IN THE PREPARATION OF SCRIPTS AND SPECIAL PROGRAMS, AND WILL WORK WITH OTHER MEMBERS OF THE PROGRAM SUB DEPARTMENTS IN PREPARATION AND COORDINATING OF SUCH PROGRAMS AS IVY INTERVIEWS, ETC.

- * MICHAEL E.J. BENTLEY, WILL BE ASSISTANT TO ROGER BULL, AND WILL BE IN CHARGE OF THE PREPARATION OF THE DAILY PROGRAM LOGS AND DAILY PROGRAM SCHEDULES; WILL BE RESPONSIBLE FOR ALL FILING WITHIN THE OFFICE; WILL BE ASSISTED BY THE PROGRAM DEPARTMENT HEELER; PART TIME WORK IN CONT. DEPT.
- * EMIL WILLIAM HENRY, WILL BE ASSISTANT TO MICHAEL ONOFRIO IN HIS DUTIES; WILL ASSIST AL FORD AND FRANK SPALDING; PART TIME WORK IN THE CONTINUITY DEPARTMENT. WILL SUPERVISE ONCE A WEEK.

ROBERT CHAMBERS, PROGRAM DEPARTMENT ~~HEELER~~ WILL ASSIST ALL MEMBERS OF THE DEPARTMENT IN THEIR DUTIES; WILL WORK WITH MIKE BENTLEY ON FILING, AND PREPARATION OF THE DAILY PROGRAM SCHEDULES. (~~ADDITIONALLY ASSIGNED AS OFFICE MANAGER~~) *RG*

*THESE MEN WILL SUPERVISE AT LEAST ONCE A WEEK ON AN EVENING SHIFT.

